
Criteria used to determine qualifications of individuals to meet the personnel training requirement. Applicants must complete one of the following Sections (A through D), and provide documentation described in that section.

- A. An active National Child Development Associate (CDA) Credential.
- B. Formal Educational Qualifications:
 - 1. B.A., B.S. or advanced degree in early childhood education/child development, prekindergarten or primary education, preschool education, family and consumer sciences (formerly home economics/child development) or elementary education with certification to teach any age birth through 6th grade. (Certification does not have to be current)
 - 2. A.S. or A.A. degree in child development.
 - 3. Associate degree or higher with 6 college credit hours in early childhood/child development plus 480 hours experience in a child care setting serving children from birth through eight years of age.
- C. An active State-Approved CDA Equivalency Credential.
Visit the department's website at <http://www.myflorida.com/childcare/training> to obtain a list of the Early Childhood Education Training Organizations that offer a state-approved CDA Equivalency Training Program.
- D. An active Florida School-Age Credential.
- E. Employment History Recognition Exemption (required for individuals seeking exemption to the credentialing requirement based on employment history).

SECTION A – ACTIVE NATIONAL CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL
(Attach a copy of your CDA Credential)

Date CDA Credential Awarded

SECTION B - FORMAL EDUCATIONAL QUALIFICATIONS

1. B.A., B.S. or advanced degree in early childhood education/child development, prekindergarten or primary education, preschool education, family and consumer sciences (formerly home economics/child development) or elementary education with certification to teach any age birth through 6th grade.

Institution Name	Date Degree Earned
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Degree (attach a copy of your official transcript and a copy of your teaching certificate)	Major

2. A.S. or A.A. degree in child development.

Institution Name	Date Degree Earned
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Degree (attach a copy of your official transcript)	Major

- 3. Associate degree or higher** with 6 college credit hours in early childhood/child development plus 480 hours experience in a child care setting serving children ages birth through eight years of age.

Institution Name

Date Degree Earned

Degree (attach a copy of your official transcript)

Major

For documentation of experience follow directions outlined in Section E, below

SECTION C – ACTIVE CDA EQUIVALENCY CREDENTIAL

Visit the department's website at <http://www.myflorida.com/childcare/training> to obtain a list of the Early Childhood Education Training Organizations that offer a state-approved CDA Equivalency Training Program.

Institution Name

Date Issued

Name of approved Equivalency Program (attach a copy of your CDA Equivalency certificate, transcript or diploma)

SECTION D – ACTIVE FLORIDA SCHOOL-AGE CERTIFICATION CREDENTIAL

(Attach a copy of certificate CF-FSP 5256)

Date Certificate Issued

SECTION E - EMPLOYMENT HISTORY RECOGNITION EXEMPTION

Describe your work experience in detail, beginning with your current or most recent job. Describe each position. Attach documentation for all of the following:

- a) Copies of notarized letters, W-2 Forms, licensing records or income tax return forms, etc., for each place of employment.
- b) Proof of ten (10) or more years of documented experience (consecutive or non-consecutive), working with children in child care from July 1, 1980 to July 1, 1995 or ten (10) years of teaching experience in early childhood education through grade three (3) in a public or private school, including teachers and teachers aides from July 1, 1980 to July 1, 1995. Employment experience must include a minimum of 15 hours per week or 540 hours per year working with children in a licensed, registered, or exempt child care program as defined in s 402.301 – 319, F.S., or teaching experience in a public or private school.
- c) Proof of employment in child care on July 1, 1995.
- d) A copy of your high school diploma/certificate or G.E.D.

Mail Application to: Florida Child Care Credential Program Department of Children and Families Child Care Program Office 1317 Winewood Blvd., Building 6, Room 389A Tallahassee, FL 32399-0700

Documentation of Experience Form

Use **ONLY** for Sections B3 and E

Use this form to document your experience in child care settings serving children ages birth through eight years of age for your Staff Credential Verification Application (CF-FSP 5211). Use a separate form for each employer documenting your experience.

Name of Employee: _____

Name of Employer: _____

Supervisor's Name: _____

Job Title: _____

From: _____/_____/_____

To: _____/_____/_____

Total Hours: _____

Duties and Responsibilities: _____

Notarization*

I hereby acknowledge that all information pertaining to this documentation of experience is true, correct, and complete. I understand if any of the information provided is found to be false, the verification will be rescinded.

Signature of Facility Owner or Operator

Notary Signature

_____/_____/_____
Date of Notarization

Notary Stamp

*If you are unable to have your employer complete this form with notarization, you may submit a copy of your W-2 records, licensing records, or income tax return form to verify the above information.